



SOLANO COUNTY TRANSIT

Public Advisory Committee (PAC) Meeting Minutes

May 2, 2012

1. CALL TO ORDER

Jeanine Wooley called the meeting of the PAC to order at 10:10 am. A quorum was confirmed by the Clerk of the Board.

PAC MEMBERS PRESENT:	James Cook	City of Benicia
	Daniel Smith	City of Benicia
	Tom Bartee	Solano Transportation Authority
	Cori LaBrado	Solano Transportation Authority
	Richard Burnett	City of Vallejo
	Marigen Nicoloff	City of Vallejo

PAC MEMBERS ABSENT:	David Jones	Solano Transportation Authority
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SOLTRANS STAFF PRESENT:	<i>(In Alphabetical Order by Last Name)</i>	
	Suzanne Fredriksen	SolTrans
	Jim McElroy	SolTrans
	Nancy Whelan	SolTrans
	Jeanine Wooley	SolTrans

OTHERS PRESENT:	Judy Leaks	Solano Transportation Authority
	Phyllis Harrison	
	Erica Lindsay	

2. APPROVAL OF THE AGENDA

ORGANIZATION OF COMMITTEE

3. Chair Responsibilities, Term, and Selection

Suzanne Fredriksen, Clerk of the Board, highlighted some recommended committee chair responsibilities and roles for discussion. She also provided the committee with a recommendation of a 2 year term for the Chair and Vice Chair.

Recommendation:

- 1) Approve the recommended list of Chair roles and responsibilities.
- 2) Determine the term of the Chair and Vice Chair.
- 3) Select a Chair by majority vote.
- 4) Select a Vice Chair by majority vote, to assume the duties and responsibilities of the Chair in the event that the Chair is unable to attend a scheduled meeting.

After discussion, the SolTrans PAC made the following modifications to the recommended list of Chair roles and responsibilities:

- Call the meeting to order and ~~ensure that~~ ***confirm whether*** a quorum is established. For purposes of this committee, a quorum would consist of no less than 5 appointed members.
- Moderate the public comment section of the agenda by opening the floor for members of the public to speak, ensuring each speaker stays within reasonable time limits, and closing the public comment section when complete. Moderate the meeting by introducing each agenda item and then closing each item after staff presentation and committee discussion/recommendation has occurred.
- Ensure that the meeting is conducted in such a way that the business for which it was convened is properly attended to. This includes preserving order and ensuring that the meeting discussion stays on task; while simultaneously ensuring that all those entitled to do so may express their views and that the decisions taken by the committee adequately reflect the views of the entire body.
- Adjourn the meeting at its designated closing time.

Tom Bartee nominated Richard Burnett to the office of Chair with a term expiration of 2 years, and Daniel Smith seconded the nomination.

James Cook nominated Daniel Smith to the office of Vice Chair with a term expiration of 2 years, and Tom Bartee seconded the nomination.

On a motion by Tom Bartee and a second by Cori LaBrado, the SolTrans PAC unanimously approved the nominations as well as the recommendation to include the amendments to the list of Chair roles and responsibilities shown above in ~~striketthrough~~ ***bold italics***.

4. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

5. Recommendation to SolTrans Board on Service Changes

Jeanine Wooley, Director of Operations, presented background information related to the service change implementation process, including the public outreach in March and public hearing in April. She outlined the primary concerns received during the public input process, which included the elimination of Sunday service, elimination of Route 76 to Diablo Valley College, and elimination of the Walnut Creek stop along Route 78. She also highlighted the SolTrans Board directives to staff at the April 19, 2012 meeting/public hearing for staff's submittal of a final service plan, as well as priorities for restoration of service should additional funding become available. She noted that the final service plan will address the following issues as directed by the SolTrans Board at the April 19, 2012 meeting:

- Reconsider the proposed unified \$100 monthly pass rate for regional routes, retaining current monthly pass rates with the goal of retaining revenue to support service that would otherwise be eliminated.
- Regards Route 78, review passenger counts and consider maintaining the Walnut Creek stop and eliminating the Pleasant Hill stop.
- Regards Sunday service, consider options for shifting service hours from various lower productivity routes to maintain limited Sunday service.

After discussion, the SolTrans PAC made the following modifications to the final service plan consideration regarding Sunday service:

- Regards Sunday service, consider options for shifting service hours from various lower productivity routes to maintain limited Sunday service *to include both Benicia and Vallejo*.

Recommendation:

Forward a recommendation to the SolTrans Board of Directors to adopt the final service plan.

On a motion by Daniel Smith and a second by Tom Bartee, the SolTrans PAC unanimously approved the recommendation to include the modifications to final service plan considerations shown above in *bold italics*.

INFORMATIONAL

6. **Discuss Process for Considering Route Changes**
7. **NEXT MEETING**
8. **ADJOURNMENT**

The regular meeting of the PAC was adjourned at 11:45 a.m. The SolTrans PAC meets quarterly and on an as-needed basis. The next PAC meeting is to be announced.

Attested by:



Suzanne Fredriksen
Clerk of the Board

5/3/2012

Date